



**City of Harrisonburg**  
**Downtown Parking Services**  
345 South Main Street  
Harrisonburg, VA 22801  
(540) 432-8928

## Request to Review a Parking Violation

This form allows you to request a review of a ticket you received while parking in downtown Harrisonburg. You will have the opportunity to explain any facts and extenuating circumstances regarding your ticket and request a dismissal of the fine.

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**Please fill out form completely and sign at the bottom. Incomplete or unsigned forms may not be reviewed.**

### Contact Information

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

### Parking Ticket Information: (information can be found on the parking ticket)

Ticket No.: \_\_\_\_\_

License Tag No.: \_\_\_\_\_

Location: \_\_\_\_\_

Ticket Date: \_\_\_\_\_

Officer/Checker: \_\_\_\_\_

Violation Charged: \_\_\_\_\_

Comments Written on Ticket (if applicable): \_\_\_\_\_

**I request a review and dismissal of this parking ticket for the following reasons:** (if more room is needed, use the back of the form)

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**I certify that the above statements are true and correct.**

Signature: \_\_\_\_\_

Your request will be forwarded to an administrator in Downtown Parking Services. A decision will be made whether or not to dismiss the ticket and you will receive a reply within 7 days, during which time no additional fines will be added to this ticket number. If your request to dismiss the ticket is denied, you will need to pay the fine as outlined on your ticket. If you do not receive a reply within 7 days, contact Downtown Parking Services at (540) 432-8928

\*\*\*\*\*Department Use Only\*\*\*\*\*

**An administrative review of a parking violation has been completed. Please be advised that the request has been:**

☐ Approved; charge dismissed, no fine is due.

☐ Denied; payment is required.

Comments: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_